

**Submittal of Final Plat** - (confirm with staff on # required)

06/01/2007

Each set to contain all of the following:

- ☐ 1 Drawings, rolled or folded
- ☐ 2 Letter of request, stating any waivers
- ☐ 3 Final Plat checklist  
(to be completed by applicant in full)  
(omission of any required items may  
cause postponement or refusal)

**Title Block to include:**

- ☐ 4 Title "Final Plat"
- ☐ 5 Name of subdivision
- ☐ 6 Lot and block numbers
- ☐ 7 Date of drawing

**Required Items on all Final Plats**

- ☐ 8 Graphic scale
- ☐ 9 North arrow
- ☐ 10 Legal description
- ☐ 11 Vicinity map
- ☐ 12 Engineers / Surveyors name and address
- ☐ 13 Developers name and address
- ☐ 14 Owners name and address
- ☐ 15 Names of abutting subdivisions/owners
- ☐ 16 Street names
- ☐ 17 Street centerlines with right-of-way widths
- ☐ 18 Boundary lines with dimensions
- ☐ 19 Utility easements
- ☐ 20 Building setbacks
- ☐ 21 Section corners or other monuments

- ☐ 22 Zoning within and around plat
- ☐ 23 FEMA Panel Number with 100 year elevation
- ☐ 24 Flood Plain / wetlands contours
- ☐ 25 Area in acres on each lot
- ☐ 26 Total acreage of subdivision
- ☐ 27 Engineer's Certificate
- ☐ 28 Surveyor's Certificate
- ☐ 29 NLR Planning Certificate
- ☐ 30 Owner's Certificate
- ☐ 31 List of Planning Commission requirements

**Required Items if applicable:**

- ☐ 33 Municipal, County or Section lines
- ☐ 34 Phase map, if staging is planned
- ☐ 35 Storm water detention easement
- ☐ 36 Other easements \_\_\_\_\_
- ☐ 37 Natural features
- ☐ 38 Cultural features
- ☐ 39 County Planning's Certificate

**Final Plat Fees**

Inside the City

less than 10 acres =\$100  
plus \$1 per lot  
more than 10 acres = \$200  
plus \$2 per lot

Outside the City

less than 10 acres =\$150  
plus \$1 per lot  
more than 10 acres = \$300  
plus \$2 per lot